



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: June 3, 2009

FR: Executive Director

W.I.: 1121

RE: Contract Amendment: Transportation 2035 Plan Public Participation: Pacific Municipal Consultants

Staff requests this Committee's approval of a sole source contract amendment with Pacific Municipal Consultants (PMC), for an amount not to exceed \$50,000, to assist with public participation needs related to implementation of the Transportation 2035 Plan.

Background

As a result of a Request for Proposal (RFP) released in early 2007, this Committee authorized staff to enter into a contract with PMC to provide support to the agency's Transportation 2035 Plan public outreach and involvement efforts.

With adoption of the 2035 Plan in April, we are preparing for the possibility of additional outreach that may be needed surrounding key issues from the plan, such as SB 375 requirements, implementation of goals for reducing greenhouse gas emissions and federal surface transportation authorizing legislation. PMC has developed expertise and familiarity with the 2035 goals, policies, and stakeholders that could not be duplicated by another firm, if we were to engage in a competitive procurement.

This contract amendment would permit PMC to assist MTC with meeting facilitation, meeting logistics, and graphics assistance as needed, including possible use of an electronic voting system at certain workshops.

Recommendation

We recommend that this Committee authorize the Executive Director or his designated representative to negotiate and enter into a sole source contract amendment with PMC in an amount not to exceed \$50,000 (for a total contract amount of \$543,490) to provide support with public participation services associated with the implementation of the Transportation 2035 Plan.

Steve Heminger

SH:CA

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REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Consultant Contract

Work Item No.:	1121
Consultant:	Pacific Municipal Consultants (PMC) Oakland, California
Work Project Title:	Public outreach related to implementation of the Transportation 2035 Plan
Purpose of Project:	To provide public participation services as needed in conjunction with the implementation of the Transportation 2035 Plan.
Brief Scope of Work:	As needed, assistance with meeting facilitation, meeting logistics, and graphics assistance, including possible use of an electronic voting system at certain workshops
Project Cost Not to Exceed:	\$50,000 (previous contract of \$493,490)
Funding Source:	TDA
Fiscal Impact:	Available from current FY 2008-09 Agency Budget
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a sole source contract amendment with PMC for additional public participation services related to implementation of the Transportation 2035 Plan and the Chief Financial Officer is directed to set aside funds up to \$50,000 for such sole source contract amendment.
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	Date: June 10, 2009